Organization Name: 
Southeastern Council of Foundations (SECF)

Address:
100 Peachtree Street, NW
Suite 2080
Atlanta, GA 30303

Phone: 404-524-0911
Fax: 404-523-5116
Web site: www.secf.org

Internship Supervisor:
Jaci Bertrand, Director of Member Engagement

Supervisor’s contact information including e-mail:
404-524-0911; Jaci@secf.org

Organization’s Mission Statement:
Our mission is to serve, connect, strengthen and champion philanthropy and the philanthropic infrastructure in the South. Our strategic priorities are to:

• Develop and support existing and emerging philanthropic leaders in the region.
• Cultivate the voice of philanthropy in the South.
• Build and strengthen the South’s philanthropic infrastructure.
• Practice organizational excellence and build capacity to achieve our vision.

Summary of organization’s primary programs and services:
SECF is a professional membership association of over 340 grantmaking organizations in the southeast. Our members are family and independent foundations, corporate giving programs and community foundations. They represent more than 25 billion dollars of assets dedicated to serving charitable interests in such areas as education, human services and the environment. We provide professional development opportunities for grantmakers to learn more about the art of making good grants -- learning about their communities, engaging nonprofits and putting their considerable resources to work to make a better world. We do three things:
1. Provide conferences and programming where grantmakers can get educated and network with their peers. These include programs for family foundations, on investments, for new grantmakers, and for other types of foundations – corporate, community, etc. We help them get connected to each other and learn from best practices in the field.

2. Organize a “voice” for philanthropy in the southeast – via publications, online media and representation on a national level. Our goal is to build the capacity of foundations to speak at public policy tables, both at the state and federal levels.

3. Build the “philanthropic infrastructure” – help grantmakers organize around their common interests and create vehicles for them to align grantmaking and have more impact and more voice with their grant dollars.

**Intern’s title:**
SECF Member Services Intern

**Number of interns requested for this position?**
One

**Internship project/job description:**
- Gather information on southeastern grantmakers:
  - Interest in selected policy topics, current funding priorities and collaborations.
  - Data on their assets, grantmaking and operations.
- Research and report on colleague organization’s meetings and events, including dates, location and sponsorship information.
- Assist with other office projects in public policy, membership, programs and communications as needed.
- Provide meeting and event support.

**Qualifications:**
The ideal candidate will either have or be pursuing an undergraduate (junior or senior) or graduate degree in the social sciences, preferably political science, public policy or public/nonprofit administration. Excellent research, writing and computer (social media tools, PowerPoint, Excel, Word, general internet) skills are required.

1. Demonstrate excellent research, written and verbal communication skills
2. Time management – strong ability to organize and manage multiple priorities.
3. Exhibit energy and enthusiasm, and an interest in working in the nonprofit/philanthropic sector.
4. Enjoy working in a small team office setting – wearing many hats and being willing to help out as needed.
5. Have a professional attitude; a quick study; team player; sense of humor; flexible.
If there are other requirements for this position, security check, drug screen, immunizations, please note them here:
Adhere to SECF’s Employee Handbook policies, including those regarding confidentiality and non-solicitation of members.

Will the internship require that the student have a car?
No, however, occasional use of a car will enable the student to attend meetings and visit members in the greater Atlanta area.

Is placement site accessible by public transit or other transportation options?
Yes